

Assistant to the Executive Director Environmental Control Board

The City of Baltimore's Environmental Control Board is seeking an experienced, reliable and task-oriented individual to function as the Assistant to the Executive Director of the Environmental Control Board. The Assistant will be responsible for providing administrative and executive level support duties to assist the Executive Director in carrying out the daily operations of the agency. The ideal candidate is professional, highly energetic, and task-oriented.

Deliverables

- Prepares internal documents as requested for the Executive Director
- Attends and represents the Executive Director at meetings
- Maintains and updates the Executive Director's Calendar
- Supervises and delegates work to office support staff
- Communicates with internal and external customers
- Processes payroll for eight staff
- Maintains the strictest level of confidentiality

Requirements

- Knowledge of management practices and methods
- Ability to adapt and apply the concepts and techniques of administrative analysis to the needs of specific projects
- Ability to prepare and present reports or recommendations clearly and concisely
- Ability to plan, organize and direct the work of others
- Ability to research and write complex narrative and statistical reports
- Ability to establish and maintain effective working relationships with city officials, community and business groups
- High level verbal and written communication skills
- Excellent knowledge of Microsoft Office Suite

Education and Experience

A Bachelor's Degree in Business Administration, Public Administration, Management, or related field from an accredited college or university and two years of experience providing professional-level administrative or operational support. Candidates may also have an equivalent combination of education and experience.

Compensation

\$58,300 - \$93,500 annually; commensurate with experience

How to Apply

For consideration, candidates should provide a cover letter of interest and resume by Friday, July 7, 2017 to: environmentalcontrolboard@baltimorecity.gov

Baltimore City is an Equal Opportunity Employer